

NAME: _____

Date of interview: _____ Position applying for: _____

INTERVIEW EVALUATION FORM

	Competent	Needs Improvement	Not Evidenced
1. Shakes hands			
2. Smiles			
3. Makes eye contact			
4. Professional body language			
5. Is knowledgeable about the company or job			
6. Convinced the interviewer he/she wants to work			
7. Thanked interviewer for time, shook hands upon leaving			
8. Knows interviewer's name			
9. Dresses appropriately			
10. Avoided simple "yes" or "no" answers. Offered more information, but didn't ramble			
11. Showed enthusiasm and positive attitude			
12. Didn't criticize former employers or offer excuses			
13. Offered information about related work experience and education background			
14. Asked questions			
15. Asked when he/she could call back			
16. Spoke clearly and used proper grammar			

OVER - (To Mark Overall Rating)